

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of April 15, 2008**

- I. **ROLL CALL:** Chair James Wilson, Trustees Samantha Baraw (absent), Libby Hambleton, Thomas McCarney, and Richard Sutor. Also present were Village Manager Nanci Allard, Acting Clerk Kenneth McCann, and Kathleen Lott (*Northfield News & Transcript*).

Chair Wilson called the meeting to order at 7:00 p.m.

- II. **PUBLIC PARTICIPATION (Scheduled):** None.

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **March 25, 2008 (Regular Meeting).** Motion by Trustee Hambleton, seconded by Trustee Sutor, to approve the minutes. **Motion passed 3-0-1, with Trustee McCarney abstaining.**
2. **April 1, 2008 (Budget Meeting #1).** Motion by Trustee Sutor, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 4-0-0.**
3. **April 2, 2008 (Budget Meeting #2).** Motion by Trustee McCarney, seconded by Trustee Sutor, to approve the minutes. **Motion passed 4-0-0.**
4. **April 3, 2008 (Budget Meeting #3).** Motion by Trustee McCarney, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 4-0-0.**

b. **Approval of Bills**

1. **Warrant #20-08.** Motion by Trustee Hambleton, seconded by Trustee Sutor, to approve Warrant #20-08 in the amount of \$418,988.64. Trustee McCarney suggested that at some time, the Board should look at how costs associated with the Town Mechanic are allotted between the Town and Village. **Motion passed 3-0-1, with Trustee McCarney abstaining due to the possible appearance of a conflict of interest on warrant items.**

- c. **Water System Improvement Project (North Phase) Bid Award.** Manager Allard stated that we are still attempting to work out an agreement between USDA and the low bidder (Munson Earth Moving Corporation) regarding the bond period. Lawyers are working on this and it should be resolved in a few days. Manager Allard would like the Board's authorization tonight to sign the letter that awards the bid once this issue is resolved. Trustee McCarney asked if we are planning to go ahead with the granite curbing option. Manager Allard stated that we are. Trustee McCarney noted that the draft "letter of intent" includes a reference to Alternates #2 and #3; what are these? Manager Allard is not sure but will check with Superintendent of Public Works William Lyon as soon as possible and report back to the Board. Trustee McCarney had other concerns regarding the amount of paving in the project area that would be covered under this bid award and the amount that would be done by the State under its recently announced intent to pave Vermont Route 12 from Berlin into Northfield. Trustee McCarney would like to have these questions answered before giving authorization, even if a Special Trustees Meeting is required. Trustee Sutor felt that the Board did have enough information to authorize the Manager to sign the "letter of intent" as written. He added that Manager Allard can get the paving information from Superintendent Lyon and then share it with the Board. Motion by Trustee McCarney, seconded by Trustee Sutor, to authorize Manager Allard to sign the "letter of intent" as drafted by Stantec Consulting with the purpose of awarding the bid for the North Phase of the Water System Improvement Project to Munson Earth Moving Corporation of Williston, Vermont. **Motion passed 4-0-0.**

- d. **Approval of FY 2008/2009 Village Budget.** The Board members were provided with updated budget pages that reflected the decisions made at the three warned budget meetings. Manager Allard stated that water rates are estimated to increase only in order to finance the Water Project bond; we will, however, need to seek an increase in the electric rate. Trustee McCarney would like the Inter-Local Agreement Committee to meet before the Village Meeting (06/03/08) in order to discuss these rate adjustments. Trustee Sutor will see to this. Motion by Trustee McCarney, seconded by Trustee Sutor, to approve the FY 2008/2009 Village Budget. **Motion passed 4-0-0.**
- e. **Approval of Draft 2008 Village Meeting Warning.** Chair Wilson read the draft warning, which will be formally approved at the next regular Trustees meeting (04/29/08). Trustee Sutor wanted to clarify that the transfer of funds from the "Survey Village Forest" account to the "Paving" account did not mean that the Board is abandoning the Village Forest. The survey will be paid out of other funds. Kathleen Lott asked about Article 6, which would seek voter permission to use \$25,000 from the surplus to retire the deficit; is this amount was from the Village General Fund or other accounts? Manager Allard confirmed that this was from the Village General Fund. There was some discussion of rewording the article to clarify this but it was subsequently agreed that since this article would be discussed and voted upon at the open meeting, it would be best to leave it as is. Motion by Trustee Sutor, seconded by Trustee McCarney, to approve the Draft 2008 Village Warning. **Motion passed 4-0-0.**
- f. **APPA Membership Dues Increase.** Trustee Sutor explained that the American Public Power Association (APPA) is informing its members, including the Northfield Electric Company (NED), that it is seeking to raise its annual membership dues, which currently is \$500, an additional \$25 this year (2008) and an additional \$25 in two years (2010). APPA's bylaws require that this proposed increase be put to a referendum if more than one-fifth of the members request it. Trustee Sutor stated that NED does get some benefits from belonging to this national lobbying organization, i.e. tax breaks, which allow us to keep our rates lower than those of neighboring for-profit electric companies. The Board agreed that this dues increase was not objectionable and that no further action needs to be taken.
- g. **Farmer's Market on Village Common.** Manager Allard stated that Vern DuClos, who ran the Farmer's Market last year, has requested permission from the Trustees to use the Village Common for this purpose again this year. Depending on the weather, the first Farmer's Market would be held either on Tuesday, May 13, 2008 or the following week. Chair Wilson stated that the experience last year had been entirely pleasant; at the end of the season, Mr. DuClos turned over the remaining \$275 in vendors' fees to the Village (which in turn donated the money to CERV). Motion by Trustee McCarney, seconded by Trustee Sutor, to permit the Farmer's Market organization to use the Village Common in 2008. **Motion passed 4-0-0.**

IV. REPORTS

a. Village Manager

- 1. **Kent Street/Norwich University Substations Project.** Manager Allard recently met with Walter Hipp (Green Mountain Power) and we are scheduled to do this project in May (depending on the weather). This will require two power outages that would last no more than two hours in total. She also reported that the transformer we purchased last year has gone up in price considerably this year.
- 2. **Dog River Geomorphic Survey Project.** Bids for the project were opened last week. Members of the Northfield Conservation Commission are reviewing them with the State before the bid can be awarded.
- 3. **School Signage Grant.** Manager Allard stated that the State has chosen the contractor who will oversee the school signage grant (\$7000). Trustee McCarney wanted to be sure that local officials, police, etc. will be involved in this project. Manager Allard confirmed that this would be the case.

4. **Northfield/Norwich University Hazard Mitigation Plan.** The draft plan is now available for review at both the Northfield Municipal and Norwich University websites.
5. **Project 10.** As indicated in Trustee Sutor's recent emails, this project is on schedule with no major problems foreseen.

b. Committee Reports

1. **Merger Committee.** The Merger Committee will meet next on Tuesday, April 22, 2008 at 6:30 p.m. in the Municipal Building. Trustee McCarney stated that he had emailed some questions regarding highway merger to the Committee a couple months ago but has heard no response. Chair Wilson asked him to resend the email and the questions will be answered as soon as possible.

c. Miscellaneous

1. **Efficiency Vermont Project update.** The next meeting is scheduled for this Thursday night (04/24/08) but this has not been confirmed.
2. **Governor's Award for Outstanding Community Service: Northfield Emergency Services.** Chair Wilson congratulated Emergency Services for being selected for this award. They were nominated by Trustee Samantha Baraw. The awards ceremony will be held on Saturday, April 26, 2008.
3. **Norwich University Dormitory Expansion Project.** There will be a groundbreaking ceremony held on Thursday, April 24, 2008.

V. PUBLIC PARTICIPATION (Unscheduled)

- VI. EXECUTIVE SESSION:** Motion by Trustee Sutor, seconded by Trustee McCarney, to go into executive session with Manager Allard present in order to discuss contracts. **Motion passed 4-0-0.**

The Board went into executive session at 7:55 p.m.

Motion by Trustee Sutor, seconded by Trustee McCarney, to come out of executive session. **Motion passed 4-0-0.**

The Board came out of executive session at 8:20 p.m. No action was taken.

- VII. ADJOURNMENT.** Motion by Trustee Sutor, seconded by Trustee McCarney, to adjourn. **Motion passed 4-0-0.**

The Board adjourned at 8:21 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular meeting.